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Chief, Management Staff

12 June 1959

Chief, Records Management Staff

Weekly Report for Week ending 10 June 1959

1. Contributionsa. Tangible

- (1) The Records Center received 228 cu. ft. of inactive records from seven offices.
- (2) Sixty-nine cu. ft. of inactive records were destroyed. 638 remain for destruction.
- (3) Completed two new and six revised forms. Made one form obsolete.
- (4) Assisted the Office of General Counsel in retiring six cu. ft. of records.
- (5) Completed the Records Control Schedule for FID. The following items are of particular significance:
 - (a) Only 14% of the 2,582 cu. ft. of records are permanent.
 - (b) There has been a net increase of 1% of records holdings since the first schedule was prepared in 1954.
 - (c) Fifty-two "bootleg" forms were discovered in the course of preparing the revised schedule.
 - (d) The recent replacement of file equipment resulted in an increase in space. Additional space can be made available by removing unclassified materials from the safe type equipment.

b. Intangible

- (1) Participated in the Support Service Exhibit and briefed approximately 25 visitors. Distributed 25 pieces of Program material.
- (2) Submitted to the Chief, RI, interim report on the two

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2. Assignments - Active

a. Forms

- (1) Ten new and 22 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stocked Forms. ✓
- (5) Uniform Information Report. ✓
- (6) New Building Project. | Additional copies of Badge Code Chart prepared for use by contractors.
- (7) Agency Chain Envelope. ✓
- (8) Expediting Printing of Information Reports. ✓

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2) [] Contact Division. ✓
- (3) Office of Security. ✓
- (4) OGR. | Office of Security advises that modification to existing secured area required before installation can be made.
- (5) OGR. ✓ Approval of one installation concurred in by Security. Two additional installations awaiting approval.

c. Filing System

- (1) FMS. ✓
- (2) Office of Communications. | Review of Functional Filing System proposed by Communications. ✓

d. Audit and Revision of Records Control Schedules

- (1) CO/FID. See L.A. (5)..
- (2) Executive Registry. ✓

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e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. ✓
- (3) Predecessor Agency Records. / Draft of inventory in process. ✓
- (4) Revision of Training Material to be used by GTR. / Forwarded unclassified version of Handbook on Subject Filing to GTR for their use in the Interior Assignment Branch. ✓

f. Vital Records

- (1) Received approval from Top Secret Control to destroy certain obsolete deposits in the Vital Materials Repository.

3. News

None.

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Distribution:

Orig. - Addressee

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